

## **MADERA COUNTY**

### **ACCOUNTING TECHNICIAN II**

#### **DEFINITION**

Under direction, to perform a variety of difficult and complex technical accounting duties involved in assuming responsibility for the preparation, review, and maintenance of financial transactions, records, and reports including statistical record keeping assignments pertaining to assigned operations and functions; to provide technical and clerical staff assistance to the assigned department and County staff; to provide information and assistance regarding inquiries concerning an assigned work area; and to do related work as required.

#### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level clerical and technical accounting staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is the specialized/journey level in the Accounting Technician class series. Incumbents have responsibility for an assigned function or activities and perform a variety of technical and clerical accounting duties involved in the preparation, review, audit, and maintenance of financial transactions, records, and reports. Job assignments may vary depending on the department where assigned. Responsibilities usually include serving as a source of information for questions concerning an incumbent's job assignment area and providing technical and clerical staff assistance to the assigned department and County staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assumes responsibility for the preparation, review, audit, and maintenance of financial transactions, records, and reports related to an assigned set of financial records such as accounts payable, investments, or utility billing requiring substantial independent judgment; reviews and audits financial and statistical documents, records, files, journals, ledgers, and deposits to ensure proper work methods, accuracy of information, and compliance with appropriate policies and procedures for the assigned area; maintains, balances, and reconciles a variety of ledgers, reports, journal entries, and fiscal records and statements; prepares, posts, adjusts, balances, and reconciles transactions to various ledgers, registers, and logs according to established accounting techniques and procedures; examines and corrects accounting transactions to ensure accuracy; gathers, sorts, assembles, posts, tabulates, processes, balances, checks, and files financial and statistical data used in the preparation of records and reports; maintains financial records and processes documents involved in financial transactions; generates financial and statistical reports; establishes and maintains complete files and records related to assigned functions; participates in the maintenance of various computer files and records; inputs and retrieves a variety of fiscal and statistical information using a computer terminal; verifies reports generated by computer; researches background information; compiles and prepares a variety of statistical and financial reports; assists the public and employees by providing fiscal information, explaining procedures, and answering questions; provides technical information and instruction regarding applicable procedures and methods to other staff; performs a variety of general clerical duties including answering phones, typing, maintaining files and records, processing and distributing mail, and ordering, maintaining, and distributing supplies; operates modern office equipment including calculators, adding machines, word processors, and computer hardware and software.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Methods, principles, practices, and terminology of financial and statistical record keeping.  
Laws, rules, and regulations governing the maintenance of account and fiscal records for the assigned area.  
Policies, practices, and procedures, of the assigned area.  
Modern office practices, methods, and computer equipment.

#### **Skill to:**

Operate modern office equipment including computer equipment.  
Type and enter data at a speed necessary for successful job performance.

#### **Ability to:**

Independently perform a variety of specialized, difficult, and complex financial and statistical record keeping assignments in the maintenance of assigned set of fiscal, account, and statistical records.  
Maintain journals, ledgers, and complex accounting records.  
Prepare financial and statistical reports and statements.  
Perform accurate mathematical computations.  
Independently perform the most difficult technical accounting and financial duties for assigned operations.  
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;  
Research, collect, compile, and analyze information and data.  
Handle multiple concurrent projects and manage priorities and tasks.  
Apply accounting principles to the maintenance of general governmental financial and accounting transactions and audit of financial records.  
Prepare, examine, and verify financial documents, statements, reports, and analyses.  
Perform comparisons of data quickly and accurately.  
Accurately tabulate, record, balance, and audit assigned transactions.  
Respond to questions from the public and County personnel regarding policies and procedures for the assigned area.  
Deal tactfully and courteously with the public and other staff when explaining the functions and policies of work area where assigned.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of increasingly responsible technical accounting and book keeping experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented specialized training or college level course work in accounting.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995